

# DEPARTMENT OF FAMILY AND SUPPORT SERVICES

## Youth Services Division

*Community Justice Initiative (CJI)*

### 2021 Scope of Services

#### Program and Delegate Information

Program Model: **Community Justice Initiative**

Program Name: First Defense Legal Aid (FDLA)

PO Number:

Grant Amount:

Number of youth:

Contract Term: **January 1, 2021 through December 31, 2021**

#### Delegate Agency Information

Agency Name:

Agency Address:

City, State, Zip Code:

Executive Director Name: Fiscal Contact Name:

Executive Director Phone: Fiscal Contact Phone:

Executive Director Email: Fiscal Contact Email:

Program Staff Contact Name:

Program Staff Title:

Program Staff Contact Phone:

Program Staff Contact Email:

#### Facility/Site Information:

List name of facility(ies) and address(es) where services are provided. Also include amount of contract allocated per site and estimated number of clients to be served at each site.

Site Name	Address Number	Direction	Street	Ward	Days of Operation	Community	Hours of Operation	Estimated Amount of Contract allocated for this site	Clients Served

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### **2021 Scope of Services**

#### **Program Services provided by First Defense Legal Aid (FDLA):**

- "Know Your Rights" Curriculum and Trainings for Lead Agencies and Subcontractors:
  - Design and produce "Know Your Rights" programming:
  - Provide Know Your Rights "train the trainer" workshops to lead agencies and subcontractors
  - Manage a workshop and resource clinic calendar for leads and subcontractors in all CJI wards monthly
  - Track workshops managed by leads and subcontractors monthly
  - Attend at least three lead and subcontractor lead workshops to ensure quality service delivery quarterly
- Advertising, Marketing Materials and Public Service Announcements:
  - Provide "Know Your Rights" and legal resource information to the leads and subcontractors for distribution
  - Design public service announcement on "Know Your Rights" and accessing program resources in coordination with DFSS Communications Director
  - Create DFSS marketing materials to be distributed in the community by subcontractors as needed
  - Assist lead agencies with ordering marketing materials for distribution in each ward as needed
- Manage Hotline Calls
  - Track hotline calls related to arrest, legal representation and legal service needs if applicable
  - Track service referrals via hotline by ward if applicable
- 28<sup>th</sup> Ward
  - Act as subcontractor in the 28<sup>th</sup> ward
  - Disseminate legal resources and provide workshops in the 28<sup>th</sup> ward at least once a month
  - Connect residents to legal resources offered through CJI subcontractors

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## SECTION A – GOALS AND OBJECTIVES

### Program Description, Goals and Target Population

The City of Chicago Community Justice Initiative (CJI) is a program aimed at educating and providing resources to address legal challenges faced by many Chicago residents living within the 18 wards that comprise the Black Caucus. CJI will work with residents in each ward with a primary focus on juveniles, young and emerging adults ages 14-24. The initiative will focus on providing services for those that are:

- In police custody
- Facing criminal charges
- On probation or parole
- Formerly incarcerated
- Returning citizens; and,
- Any person or organization that advocates on behalf of this population

CJI will work at the ward-level by leveraging each community's knowledge of its own assets and needs. In each ward, one organization will work diligently to ensure that the residents of that ward receive training on their rights as citizen and residents, specifically with respect to encountering law enforcement agencies and with respect to their rights under the law, if they have criminal records. This Know Your Rights campaign will be an on-going hallmark of the program. The organization will also provide referrals to additional types of legal counsel. Additionally, the organization will be able to act as a service navigator for this population by connecting them to services and resources provided by Cabrini Green Legal Aid, First Defense Legal Aid or Legal Aid Chicago which are three legal entities affiliated with the program.

## SECTION B – PERFORMANCE MEASUREMENT

### *Community Justice Initiative (CJI) Outcomes, Outputs, and Performance Metrics*

With the combined efforts of each of the 18 wards, the aggregate goals under the CJI model are:

- 1) **Educating** at least 10,000 Chicagoans in the participating wards with a robust and on-going Know Your Rights curriculum and communications strategy.
- 2) **Providing** legal consultation and/or legal representation to at least 45% of referred residents that qualify.
- 3) **Connecting** at least 60% of residents who are affected by these issues, to additional services such as:

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- a. Legal services legal consultation, petition filing, and full representation related to related to expungement, sealing, warrants
- b. Supportive services that seek to address the various needs of people who have criminal records such as food stamps and benefits, unemployment insurance, , child support agreements and adjustments, housing supports (foreclosure), workforce development, housing, transportation, food, education, and more.

#### Data Collection and Reporting:

Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. **As such,**

- **DFSS will collect information from delegates and subcontractors (when applicable) by the 10<sup>th</sup> of each month.**
- Data will be reported on a monthly excel sheet. Once data is completed the delegate will email the Youth Service Coordinator.
- Delegate is responsible for reviewing all data submission for accuracy of services
- Data that will be collected on a monthly basis will included (but not limited to):
  - Number of Services (types of services, by ward)
  - Number of legal clinic attendees (age, address, ward, legal questions/needs)
  - Number of referrals (type of referrals, by ward)
  - Number of referrals to legal provider

DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Upon contract award, delegate agencies will be expected to collect, and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at [https://www.cityofchicago.org/city/en/depts/doi/supp\\_info/is-and-it-policies.html](https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html).

#### Meetings

DFSS will meet **monthly** with delegate in order to actively manage each contract toward the achievement of desired outcomes. DFSS intends to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency, for the following:

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1. Review program performance and develop strategies to improve program quality throughout the term of the contract.
2. Guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
3. Any other purposes identified by DFSS.

### **SECTION C – CORE ELEMENTS**

- FDLA Lead Trainer of Know Your Rights curriculum and will facilitate and train lead agencies (Westside Health Authority, Chicago Urban League and Phalanx Family Services) and subcontractors. FDLA will update as needed depending on changes to Illinois law and statutes that impact arrests.
- Provide quality feedback to all leads and subcontractors regarding quality and content of training as well notify DFSS of any immediate concerns or issues regarding leads and subcontractors ability to execute services in the community.
- First Defense Legal Aid will serve as Ward 28 outreach and engagement team
- FDLA will coordinate a monthly workshop calendar of Events as well as coordinate monthly communication with subcontractors

### **SECTION D – PAYMENT STRUCTURE**

#### **Method of Payment**

Agencies should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. **Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.** Failure to submit timely vouchers could result in nonpayment.

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**SECTION E – SUBMITTAL AND APPROVAL**

**ACKNOWLEDGEMENT**

☐ By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document

Agency Signature  
(blue Ink)

Print Name typed

DFSS Signature

Print Name typed